

ACADEMIC ISSUES

ACADEMIC OVERVIEW

EDUCATION IN THE BASIC SCIENCES

The first two years of medical school are highly structured and the curriculum focuses on the basic sciences. Courses vary greatly in length, some lasting only several weeks to others lasting most of the academic year. Courses during the first year include Anatomy (micro, gross, histology and neuro) and Physiology, Biochemistry, Epidemiology and Biometrics, Human Context in Health Care, Introduction to Clinical Medicine-I, Medical History, Medical Psychology, Military Studies-I, Parasitology and Medical Zoology, and Medical Physiology. Between the first and second years is the Military Medical Field Studies (which includes a field training exercise and an individual summer experience) and several weeks of leave. Second year courses include Introduction to Clinical Reasoning, Ethical-Legal-Social Aspects of Medical Care, Human Behavior, Introduction to Clinical Medicine-II and III, Microbiology and Immunology, Military Studies-II, Pathology, Pharmacology, Preventive Medicine, and Radiology. Once these courses conclude, you will have up to 5 weeks of independent study time prior to taking Step 1 of the licensing exam. The second year concludes with several weeks of leave.

EDUCATION IN THE CLINICAL SCIENCES

Your education in the clinical sciences begins during the first two years with multiple courses including Human Context in Health Care, Introduction to Clinical Medicine-I and -II, Introduction to Clinical Reasoning, Ethics, and Human Behavior. The subsequent curriculum in the last two years of medical school provides a very broad and rich experience in the clinical sciences, including ample opportunity for unique and individualized courses of elective study during the fourth year.

The third year lasts 48 weeks and is comprised of six clinical clerkships through which all students rotate in various sequences including 6 weeks each in Family Medicine, Obstetrics and Gynecology, Pediatrics, and Psychiatry, and 12 weeks each in Internal Medicine and Surgery. The Surgery clerkship is further subdivided into General Surgery and Surgical Specialties that include Anesthesiology, Orthopedics, and Urology. Students will have most of their clerkships scheduled at one of the primary "in-town" teaching hospitals. However, many students will have the opportunity to schedule one or more clerkships at one of the out-of-town teaching hospitals listed in Appendix A to the section on Student Travel.

Student selection briefings from the Associate Dean for Student Affairs and the Assistant Dean for Student Affairs and the Assistant Dean for Clinical Sciences, individual department Clerkship Coordinators, and a panel of third-year students.

During each third-year clerkship, students become integral members of a team of physicians assigned primarily to either an inpatient hospital ward or to an outpatient clinic. Collectively, these physicians are referred to as "staff" and "housestaff"; the former include "attending physicians" and "preceptors," while the latter include junior physicians in various stages of their post graduate training and are referred to as "interns" and "residents." "Attending Physicians" are members of the hospital staff who are board-certified in a particular specialty, who are legally responsible for all patient care delivery, and who supervise interns, residents, and medical students. "Preceptors" are also board-certified staff physicians who direct their teaching and supervision exclusively to the medical students. The period of postgraduate training leading to board certification in a particular specialty as known as a "residency" and may last 37 years depending on the specialty. Therefore, an "intern" is a resident in his or her first year of postgraduate training (designated "PGY1" or "R1"); analogously, an "R2" (or PGY-2) or "R3" (or PGY-3) is a resident in his or her second or third year, respectively, of postgraduating training, etc. A typical clerkship team consists of two to four medical students, an intern, a PGY2 or PGY3 resident, one or more attending physicians, and a preceptor.

The fourth year is 43 weeks long, and is comprised of multiple clerkships lasting 4 to 8 weeks each. Students plan their own fourth-year schedules based upon individual discussions with the Associate Dean for Student Affairs and the Assistant Dean for Clinical Sciences. The latter are directed at meeting the student's own educational needs and goals for postgraduate training, take place throughout third year, but are generally held from October through March. However, all students must submit an approved schedule for the first half of their fourth year by the end of March of their third year.

The fourth year curriculum combines a broad range of required, selective and elective clerkships in the clinical and/or basic sciences including multiple opportunities for highly individualized experiences and research. The latter include clerkships, courses or operational experiences at military and civilian hospitals throughout the country and around the world such as OB/GYN electives at USPHS hospitals in Gallup, NM, and Anchorage, AK; the Infectious Disease elective in Africa providing care for adult and pediatric patients with AIDS; the Driving Medicine elective with the Royal Australian Navy; the Tropical Medicine elective in Belize; and a Family Practice elective with the Mexican Military Medical School providing care to underserved individuals in that country. All required, selective, and elective clerkships for the

fourth year are listed in the School of Medicine's Fourth Year Catalogue and are updated periodically. The procedures to be followed for registering for all such courses are also detailed in the catalogue, which can be found at the Registrar's website - www.usuhs.mil/reg/registrar.html

The required courses in the fourth year include four-week clerkships in Neurology or Neurosurgery, Military Contingency Medicine, and Military Emergency Medicine. In addition, all students are required to complete a subinternship during which the student assumes all the responsibilities of an intern, but for a somewhat smaller number of patients. Subinternships are offered by the Departments of Internal Medicine, Obstetrics and Gynecology, Pediatrics, Psychiatry, and Surgery, as well as the Department of Neurology, Neurosurgery, and Family Medicine.

Students must also fulfill a requirement to complete a four-week clerkship in a Behavioral Science, eight weeks of "Medical" experiences, and eight weeks of "Surgical" experiences. "Medical" experiences typically include Dermatology; Family Medicine; Internal Medicine or one of its subspecialties such as Cardiology and Nephrology; Pediatrics or one of its subspecialties such as Endocrinology and Hematology/Oncology; and Radiology. Similarly, "Surgical" experiences typically include General Surgery or one of the Surgical Specialties such as Ophthalmology, Orthopedics, or Urology. Anesthesiology and Obstetrics and Gynecology or one of its specialties, such as maternal/Fetal Medicine and Reproductive Endocrinology are also considered "Surgical" experiences.

Since a subinternship simultaneously satisfies both the curricular requirements for eight weeks of "Medical" experiences or eight weeks of "Surgical" experiences, all students in good academic standing have at least two true electives that typically include clerkships in Flight Medicine, some other operational experience, Pathology, Preventive Medicine, and research or specialized study in a basic or clinical science.

The formal part of the fourth-year curriculum concludes with the 10th and final rotation at the end of April. After a nine-day break, the graduating seniors return for "Transition to Residency Week," followed by a week of pregraduation activities and culminating in graduation on the third Saturday in May.

GUIDELINES FOR THIRD AND FOURTH YEAR CLINICAL TRAINING

Medical students, regardless of their individual level of competence, are not licensed or credentialed for the independent practice of medicine. Whatever medical practice is done as part of their training and experience is the responsibility of those physicians under whose authority they are practicing. In most instances, these physicians include interns and/or residents as well as attending staff physicians. The following guidelines for the LIMITED AND SUPERVISED PRACTICE of medicine by third and fourth year medical students reflect the current policy of the Walter Reed Army Medical Center, Washington, DC, as set forth in WRAMC Regulation No. 40-90 of 7 October 1983.

Although these guidelines are also representative of the general policies at our other primary teaching hospitals, specific policies

vary among the services, individual hospitals, and individual departments within the same hospital. Therefore, please note that it is your responsibility to obtain clarification from your supervising resident, your attending staff physician, or from the department to which you are assigned should any uncertainty exist.

- a) History and Physical. Histories and physicals done by third-year students are generally done on the standard hospital forms, but do not become the "official" admission histories and physicals. If, on review by the responsible physician, the student's history and physical is considered to be of high quality and is accurate, it may be countersigned by the physician and added to the patient's chart as part of the permanent record. Admission histories and physicals performed by fourth-year students may become the "official" admission records. In this case, the student's work-up must be countersigned by a physician.
- b) Progress Notes. Progress notes may be written and signed by students. They supplement, but do not replace, the progress notes of the supervising physician and must be co-signed by the latter.
- c) Performance of Procedures. Minor procedures may be done by students under direct supervision of the responsible physician until that physician has documented the student's competence to perform such procedures. However, it is the responsibility of the physician who is to perform or supervise the procedure to counsel the patient and/or the consenting individual as to the nature and expected results of the proposed procedure. Consent forms will clearly indicate who will perform the procedure. STUDENTS ARE NOT AUTHORIZED TO OBTAIN INFORMED CONSENT OR TO FORMALLY COUNSEL PATIENTS OR LEGAL GUARDIANS FOR SUCH A PURPOSE.

Third-year students may perform unsupervised superficial venipuncture on adults when the responsible physician is satisfied as to their competence. Venipuncture will be performed on children only under direct supervision of a physician. After appropriate instruction, third-year students may perform other minor procedures, such as lumbar punctures, under supervision.

Fourth-year students may perform superficial venipuncture on adults and children independently when the responsible physician is satisfied as to their competence.

- d) Record of Procedures. Record of procedures may be prepared and signed by students, but must indicate who performed and who supervised the procedure. The record will be countersigned by a physician.
- e) Order for Diagnostic Procedures, X-Rays and Laboratory Requests, and Consultations. Orders for these will not be written in the chart by third-year students. Based on a valid order in the chart by a physician, request slips may be filled out by the student but will be signed by the responsible physician. Fourth-year students acting as sub-interns may order diagnostic tests but these orders must be countersigned by a physician.

EXAMINATIONS AND PROMOTIONS

Examination procedures vary with the academic departments of the school. All coursework in the School of Medicine, to include structured elective study, is graded. Individual class standings are not published; however, a ranking by thirds is done for the purpose of academic awards and letters of recommendation. A grade point average (GPA) and a cumulative GPA for all years after the first are computed yearly for each student.

To be eligible for promotion to the next year level, students must pass all courses taken in the preceding academic year as well as achieve a satisfactory GPA. Students who fail to meet these standards will be considered for academic dismissal at the recommendation of the Student Promotions Committee to the Dean, School of Medicine, who will make the decision. Academic performance requiring review by the Student Promotions Committee includes:

- a) Receiving a grade of F or U in any basic science course or a D or lower in any clerkship during the most recent grading period
- b) Receiving a single grade of D in the first academic year and subsequently receiving a single grade of D in the second academic year
- c) Receiving a grade of D in two or more basic science courses in a single academic year
- d. Receiving less than a 2.00 grade point average (GPA) for any academic year or less than a 2.00 cumulative GPA

For a complete list of conditions requiring review by the Student Promotions Committee, reference USUHS Instruction 1201, Student Promotions Committee, Enclosure 3.

Advancement and retention in the School of Medicine are also contingent upon non-cognitive academic performance. Honesty, integrity, reliability, compassion, balanced judgment, and the ability to relate to others are examples of behavior required to be a successful physician. Students are expected to conduct themselves at all times in a manner which reflects credit upon the medical profession and their positions as commissioned officers. Students failing to meet the required standards of non-cognitive academic performance will be brought before the Student Promotions Committee and may be recommended for dismissal, even though they may have achieved passing grades in all the cognitive aspects of their academic work. Students whose military behavior does not meet the standards of conduct may also be dismissed even though their academic records are acceptable.

EXEMPTION FROM COURSE REQUIREMENTS

A department chairperson may exempt a student from fulfilling a course requirement based upon proved expertise, "testing out," or academic degree(s) at the masters and/or doctoral level.

WITHDRAWAL FROM THE SCHOOL OF MEDICINE

You may withdraw from the School of Medicine at any time. You must submit a letter of resignation through the Associate Dean for Student Affairs to the Dean stating the reason for requesting withdrawal. If your resignation is accepted, you will be released from the School of Medicine but will be required to serve on active duty in an appropriate military capacity, as prescribed by the Secretary of Defense, or his/her designee, for a period equal to the amount of time spent in the School but in no case less than one year. Students may be required to serve on active duty immediately, in a reserve status, and/or be obligated to reimburse the government for educational costs.

GRADES AND GRADING POLICIES AND PROCEDURES (EXCERPTED FROM USUHS-I 1105, 23 DEC 97)

This Instruction establishes policies and procedures for grades and the grading system of the F. Edward Hébert School of Medicine, Uniformed Services University of the Health Sciences.

GRADES

The awarding of a final grade for academic performance will be the responsibility of the department chairperson(s)/ course director(s). Grading of academic performance will include evaluation of both cognitive and noncognitive performance. For each required course, written grading criteria will be prepared by the responsible academic department, reviewed periodically by the Curriculum Committee, and distributed to students at the beginning of the course.

Cognitive performance will be evaluated in all basic sciences courses. Noncognitive performance may also be evaluated in basic sciences courses in activities such as laboratories, seminars, or discussion groups. In those activities for which noncognitive performance constitutes a portion of the grade, such will be published with other grading criteria.

Both cognitive and noncognitive performance will be evaluated in all clinical sciences courses. Failure to demonstrate characteristics such as dependability, punctuality, professional and academic integrity or ability to get along with patients and other members of the health care team, may lead to a failing grade or the grade of D or F, even with adequate mastery of cognitive factors.

The academic content of several basic sciences and clinical sciences courses include participation in laboratory experiences which may involve the use of laboratory animals. The decision of what laboratory experiences are mandatory rests with each department. Department chairpersons will decide if attendance at any exercise is mandatory to complete academic requirements successfully. Failure to participate in these laboratories will result in sufficient grounds for course failure and review by the Student Promotions Committee (SPC) and potential disenrollment. Department chairpersons or interdepartmental course directors will specify in writing on the beginning day of each course/clerkship the specific educational sessions at which attendance is mandatory, and the consequences of a student's failure to attend mandatory sessions.

Attendance in laboratory experiences, field trips, individual or small group assignments and discussions, conferences, seminars, or clerkship assignments is required unless otherwise specified by department chairpersons.

Examination grades are made available to the student by the respective departments or course directors.

Official final course grades are reported to the student by the Registrar. Records (transcripts) of all course grades are maintained by the Registrar.

The following grading system will be used by the School of Medicine:

- "A" (exceptional mastery of the material)
- "B" (very good performance)
- "C" (satisfactory grade)
- "D" (low pass signifies that the faculty has serious reservations about the student's performance)
- "F" (failing grade and must be remediated)
- "I" (indicates incomplete, i.e., the student has not completed the course requirements) The grade of "I" will be assigned only with the approval of both the chairperson of the involved department, and either the Associate Dean for Student Affairs (ADSA), or the Assistant Dean for Clinical Sciences (ADCS). The department chairperson must make a recommendation in writing to the ADSA or the ADCS, and the Registrar, as to how and by what date the temporary "I" grade is to be converted to a permanent grade. Failure to fulfill the stipulated requirements by the specified date, unless an extension is granted by the involved department chairperson and approved by the ADSA or ADCS, as appropriate, will result in conversion of the "I" grade to a grade of "F".

- “P” (passing used only in courses/clerkships that are designated Pass/Fail, and does not contribute to the calculation of the GPA)
- “U” (unsatisfactory performance, which must be remediated; used only in courses/clerkships that are designated Pass/Fail, and does not contribute to the calculation of the GPA)
- “AU” (audit) The student may audit a course with the approval of the department chairperson and the ADSA or ADCS.
- “W” (withdrawal) It is used when a student withdraws before completion of a course, and retaking of the entire course is anticipated. The grade of “W” will be assigned only with approval of the chairperson of the involved department and the ADSA. The grade “W” will be removed from the transcript after the course has been repeated.
- “EX” (exempt) A department chairperson may exempt a student from fulfilling a course requirement based upon proven expertise, “testing out,” or academic degree(s), i.e., masters and/or doctoral.
- “INV” (invalidated) The decision to invalidate a previously awarded grade or to assign the “INV” grade in lieu of an alternative grade generally would be based on a documented violation of academic integrity on the part of the student. Assignment of the “INV” grade is an administration action taken by the Dean, School of Medicine, based on the recommendations of the SPC. When the grade of “INV” is assigned, the student will be required to retake the course/clerkship or complete other remedial work stipulated by the Dean to establish a permanent grade for the course/clerkship.

COURSE EXEMPTIONS

A student who is exempted from a basic sciences course must present a proposal to the ADSA for an alternative scholarly activity in the sciences, arts, or humanities to be pursued in lieu of the exempted course. The ADSA will give broad authority to approve or disapprove such a proposal and to establish procedures for evaluation of academic performance of a student who is pursuing an alternative scholarly activity. Except in the case of enrollment of a USU medical student in a USU graduate course for credit, no grade for the alternative scholarly activity will be recorded on the student's transcript.

An outstanding third-year student who is interested in alternative scholarly activities in the fourth year may submit to the ADSA a proposal for laboratory research or independent study to be performed under the supervision of a USU faculty member. For such a student, some or all selective requirements may be waived; however, the student will have to complete Military Contingency Medicine, Military Emergency Medicine, Neurology, and the sub-internship requirements. The ADSA, with the concurrence of the respective clinical department chairperson having responsibility for the subject areas of the selectives to be waived, may approve such a proposal.

By the end of the third year, students who have demonstrated a sufficiently high level of competence in specific clinical disciplines may be exempted from some selective requirements in the fourth year and may substitute elective courses/clerkships for the exempted selective requirements. The following guidelines will govern such exemptions:

- A student in good academic standing (i.e., not on academic probation) who achieves a grade of not less than "B" in each of the Medicine, Pediatrics, and Family Practice third-year clerkships, may have one month of the fourth-year Medicine selective requirement waived.
- A student in good academic standing who achieves a grade of not less than "B" in both the Surgery and Obstetrics/Gynecology third-year clerkships, may have one month of the fourth-year Surgery selective requirement waived.
- A student in good academic standing who achieves a grade of "B" in the Psychiatry third-year clerkship, may have the one-month fourth-year Behavioral Sciences selective waived.

REMEDIATION

The SPC will recommend to the Dean that a given course(s)/clerkship(s) be remediated. The grade "D" (low pass) in the basic sciences may require remediation; in the clinical sciences, a "D" grade must be remediated. The grades "F" and "U" are failing grades and must be remediated. The responsible department must define the format, content, duration, and grading criteria for remediation in writing to the student with copies sent to the ADSA and to the Registrar. Grades of A, B, C, D, or F will be assigned for remediation of courses that were originally graded on that scale, and grades of P or U will be assigned for remediation of Pass/Fail courses. The remedial grade will be designated by an asterisk on the academic transcript; and the original grade will remain on the transcript. After remediation of any course/clerkship that is not designated Pass/Fail the GPA will be recomputed using the average value of the original grade and the remedial grade.

SUBMISSION OF GRADES

Final grades for medical school courses will be reported by the department chairperson(s) /course director(s) to the registrar as follows:

- Basic Sciences Courses. Final grades are due one calendar week after the end of the course. As an exception, if the final examination for a course is a National Board of Medical Examiners (NBME) subject test, the final grades must be reported within one calendar week of receipt of examination scores from the NBME.
- Clinical Sciences Courses. Evaluation of a student's performance must be submitted within six weeks after the completion of the rotation. All third-year clerkships as well as required fourth-year sub-internships and courses/clerkships in Military Preventive Medicine, Military Contingency Medicine, Military Emergency Medicine, and Neurology are graded A, B, C, D, or F. Other fourth-year electives and selectives are graded Pass/Fail.

CHANGE OF GRADE(S)

The department chairperson(s) and/or course director(s) is the only person authorized to report a grade change. A request for change of grade must be initiated by the department chairperson(s) and /or course director(s) and forwarded to the Registrar. After posting of the new grade, distribution of the forms, indicating action taken, will be made by the Registrar.

REQUEST FOR REVIEW OF ASSIGNED GRADE

A student may ask that his/her grade be reviewed by the department chair(s) and/or course director(s) if the student feels there is an academic reason for the grade to be changed. The student's request will be set forth in writing, and must be submitted within a 14-day period following receipt of the grade by the student. The Student Promotions Committee will take no action on a failing grade for which a request for grade change action has been initiated by the student within the 14 day time frame. The decision of a department chair or course director, with or without consultation with a department committee, will be final. The department chair or course director will reply to the student in writing. A copy of the request and reply will be maintained by the department chair or course director.

REQUEST FOR TRANSCRIPTS

Requests for transcripts are directed to the Registrar. All requests must be in writing. Transcripts are to be requested on the USU Website (www.usuhs.mil/reg/service.html) whenever possible. All students are entitled to a "student copy" of their transcript. This is not an official School of Medicine transcript. Official school transcripts may be provided to others in accordance with the Privacy Act. Records of such requests will be maintained in accordance with the Privacy Act. Transcripts may be a part of an

officer's official military file, based on the service's procedures.

GRADE REPORTS

Students will be given individual grade reports by the Registrar as each course is completed and the grades are forwarded to the Registrar. A complete grade report will be forwarded to each student at the end of each academic year. This report will also include a computed GPA.

ACCESS TO STUDENTS' RECORDS AND CORRECTION OF RECORDS

The Privacy Act and implementing regulations apply to students' records. In brief, students may:

- Request access to their record or to any information pertaining to themselves which is retained by the Registrar.
- Authorize in writing a designated person(s) to review the record and have a copy made of all or any portion thereof. The Registrar may require students to furnish written statements authorizing discussion of their record in the accompanying person's presence.
- Request, in writing, amendment of records pertaining to themselves. After obtaining necessary verification and not later than ten working days after receipt of such request, the Registrar will acknowledge the request, in writing, and make any justified correction(s) of any portion of the record. The student will be notified of any refusal to amend the record in accordance with the request and the reason for the refusal.

**REQUIRED ATTENDANCE,
ACADEMIC ACTIVITIES**
**(Excerpted from Dean's Policy Memorandum 002-00
14 November 2000)**

This memorandum establishes policy and procedures concerning required attendance at academic activities of the School of Medicine.

The faculty is dedicated to excellence in medical education and to inspiring the desire for lifelong learning in students. The entire faculty shares jointly in the responsibility for the development of the curriculum and ensuring its integration into a coherent educational program. This is an ongoing process in which the Curriculum Committee, department chairmen, course and clerkship directors, and teaching faculty all participate under the leadership of the Dean. Students have an equally important role in the educational process. They have primary responsibility to manage their educational activities, to master the curriculum, and to actively contribute to their educational program in ways that promote and enrich its academic excellence.

The USU program in medical education spans four years. It is organized by discipline and administered by the basic and clinical sciences departments and the Dean's office. In addition students receive training that is unique to their future roles as uniformed medical officers and that extends beyond the educational experience offered by other U.S. medical schools. The curriculum consists of diverse educational experiences including lectures, laboratories, small group learning, clinical clerkships, seminars, and field exercises, accompanied by opportunities to conduct basic research and participate in community health programs. Attendance is required if the activity represents a unique educational experience or participation of all students is essential for its success. Required activities include most laboratory exercises, small group experiences, clinical experiences, and lectures presented by honored guest speakers.

Attendance at laboratory exercises, small group experiences and learning experiences conducted in clinical settings is required unless otherwise stated by the department responsible for the course.

In addition, required attendance at other educational experiences may be requested by the course director or departmental chairman under the following circumstances: (1) The session includes participation of a guest lecturer from outside of USUHS, whose presence is an honor to the group. (2) The content of the session is essential for accomplishing the work of a subsequent small group experience or laboratory exercise and cannot be acquired by students through independent study.

In cases where required attendance must be requested, requests should be made, in writing, by the course director or department chairman. The justification for the request, the process to be used to verify attendance, and the academic penalties for failure to attend must be clearly stated. Requests must be submitted to the Dean, through the Associate Dean for Medical Education (MEE). The Associate Dean for MEE reviews requests for concurrence with SOM policy, and then forwards requests to the Dean for final action.

All required sessions should be identified for the students at the beginning of the course. Academic consequences for infraction should be clearly set out. Attendance must be monitored by the course director/department chairman and penalties must be consistently administered.

SUPPORT OF THE ACADEMIC ENVIRONMENT

LEARNING RESOURCE CENTER

The Learning Resource Center (LRC) provides continuous access to current medical information 24 hours a day through its electronic knowledge-based resources for students, faculty, alumni, and other members of the USU community. LRC customers are provided immediate material on new or alternative treatments, diagnostic tests, background information for a student's case presentation, practice of evidence-based medicine, or a literature search in preparation for a research article or grant, whether or not the LRC is open.

Students are encouraged to register for their LRC user account and an LRC Remote Computer Services (RCS) account when they first arrive at the University. Stop by the LRC to inquire about registration procedures for both accounts. The LRC user account will give you the ability to borrow books from the USUHS LRC, and the RCS account provides you access to approximately 7,000 electronic resources. The coverage includes such familiar full text titles from Harrison's Principles of Internal Medicine to databases such as MD Consult. Students will be able to prepare for the boards using Exam Master USMLE Step 1, 2, & 3 programs, which simulate the tests that you will be taking.

The reference department is eager to assist you in your search for information, and has focused on education through outreach programs and instruction, which has resulted in patrons becoming more aware of materials available at the LRC and other libraries. The LRC is pleased to report that most interlibrary loans are filled within a 4 to 6 hour window with a high percentage of the items being scanned and electronically filled.

A variety of space is available for student study at the school. The LRC is a favored site because many different types of study space and equipment are convenient to the students. There are 10 study rooms for individual or group study in the LRC. In the Spring and Fall, students can also study at tables and benches located on the second and third floor patios of the LRC. Since the 1993 LCME self-study and site visit, the number of private carrels in the LRC has been increased from 18 to 64. Almost 90 PC and Macintosh computers, with computer-based educational software programs developed either commercially or on-site, are now accessible in the LRC for students to use while learning, reviewing and self-testing information. A training classroom in the LRC with 40 computers can also be reserved for student testing and/or review.

The LRC is designed to be user-friendly. Whenever you need help, please don't hesitate to ask the LRC staff. They are there to help you!

CENTER FOR MULTIDISCIPLINARY SERVICES

The Multidisciplinary Laboratories (MDL), established for the support of teaching and dedicated to the assistance of students, provides a home base of operations for study and scheduled laboratory exercises. They are an activity within the Teaching and Research Support Directorate and are managed by the Director, MDL.

The MDL rooms are designed for maximum flexibility so that all laboratory teaching activities may be conducted regardless of their discipline. A direct telephone to the Director's office is available from the MDL common area, each lecture room, and the ATL for use when emergencies arise.

The MDL provides support in the following areas:

Examination Support. The University, through the MDL, is also using computerized testing. This involves using the computers in the MDL for test taking at various times of the year. Prior to tests, the MDL computers will be unavailable for use because they will need to be moved and staged for the exam. This means that no one should count on having a specific computer for his or her personal use. Examinations are designed and administered at the departmental level. The MDL provides the University with a computer-based grading system. The MDL utilizes an optical mark reader (OMR) to grade student examination sheets. This requires proper marking of the answer forms with a No. 2 pencil. Stray marks, "light" responses, and/or incomplete erasures may result in a lower grade. Students should familiarize themselves with examination instructions to avoid such errors.

Classroom Support. The MDL supports all lectures by providing requested audiovisual equipment and supplies. Centralized room scheduling for five lecture halls, ten conference rooms, and the auditorium is provided through the MDL office (Room A2030).

Student Laboratory Support. The MDL supports student laboratory exercises by providing pre-laboratory coordination of logistical support, complete staging of equipment, technical assistance during

the lab exercise, and documentation/cost analysis following the lab.

Also under the supervision of the Director, MDL, is the Anatomical Teaching Laboratory (ATL). The ATL conducts laboratory teaching support of the anatomical sciences. The lab provides cadavers for dissection, anatomical materials, models, and audiovisual materials along with the necessary specimens for all anatomically-related laboratory teaching.

The ATL is off limits to all personnel unless they have specific business in the facility. "Drop in" tours of the ATL for family and friends are specifically prohibited. Any tour of the ATL requires prior approval from the Vice President, Teaching and Research Support; the Director, MDL; the Assistant Director, Anatomical Support Services; the Gross Anatomy course director; and the Neuroanatomy Course Director. The date and time of the visit must always be coordinated with the Assistant Director, Anatomical Support Services.

The following guidelines apply to all students in conjunction with use of the MDL.

1. The MDL is open for student use 24 hours a day. The ATL is open 24 hours a day during the Anatomy courses and at scheduled times during the remainder of the year.
2. While maintenance personnel will perform housekeeping tasks each day, we require your cooperation to allow USU to be professionally maintained. Please clean-up of your laboratory station when you complete a lab exercise. Clean all equipment and properly dispose of trash. Discard trash in available trash cans. Dispose of needles, scalpel blades, and other "sharps" in special "sharps" containers. Place blood, blood products, and other items which contain blood in biohazard bags. Leave remaining equipment in the condition in which it was received or as instructed by lab personnel).
3. Smoking is prohibited in all MDL rooms, the ATL, and lecture rooms. Eating or drinking is also prohibited in the ATL. Eating or drinking is prohibited in the MDL during labs involving anatomical tissue, animals, blood, or blood products. Eating is prohibited in the lecture rooms. Clean up by individuals eating or drinking where authorized is essential.
4. Audiovisual equipment is available for your use and may be checked out at scheduled times. Return it to the condition in which you found it (if centrally located) and report any malfunction to the MDL Office.
5. Do not leave microscopes, texts, notebooks, papers, recorders, or calculators unattended in any teaching areas.
6. Lab station assignments will be made at the beginning of each year. Changes are to be made only with the approval of the departmental course director.
7. The taking of photographs or video recordings is prohibited at all times in the MDL/ATL or during laboratory exercises which involve the utilization of animals or cadavers.

8. Do not add, remove or modify furniture or equipment from any of the MDL areas without the permission of the Director, MDL.
9. While the lab and conference rooms are available for student study, these rooms are used for other purposes throughout the year. It is important to remember to keep these areas clean. There are no microwaves, refrigerators, sleeping bags, clothes storage, or any other housekeeping type items allowed in the MDL rooms. Any such items found in the rooms will be removed. While we appreciate the long study hours it is necessary to maintain these rooms in a safe and clean manner.
10. The computers in the labs are for student study use. These computers belong to the DoD and as such fall under their regulations for use. Personal downloading of movies and other items is prohibited. Excessive personal use for "surfing the net" is also prohibited. Because the computers are used for teaching and testing, it is important to bear these regulations in mind.

MDL issues textbooks to you at the beginning of each school year and physician diagnostic equipment during the second year. You are required to sign for these as a matter of record, but they remain your property. None of these issued items, however, may be sold or otherwise exchanged for profit. The School of Medicine will not replace any lost items. Since insurance companies often distinguish between "medical equipment" and other "personal possessions," we suggest that students acquire sufficient insurance to cover the loss of the physician's diagnostic equipment.

Certain textbooks, microscopes, 35mm slide sets, bone sets, surgical sets, and microscope slide-sets are loaned to each student. You will be required to sign for these items and are expected to return them at the end of the course or when requested. When receiving a loan item, you will be issued a receipt which you should keep in the unlikely event the MDL files are in error. Receipt of the following year's textbooks is contingent upon the return of previously loaned books. Loaned materials which are lost or damaged must be either replaced or reimbursed, at the discretion of the Director, MDL.

Two laboratory jackets will be issued to you. Maintenance of and replacements for laboratory jackets are your responsibility.

Each student is to provide a lock for his/her assigned locker (keys are issued for some lockers). Lockers may be searched (since USU is on a military installation). Lockers must be cleaned out at the end of each academic year.

Issue, loan, and turn-in dates and times will be coordinated through class officers to ensure that an agreeable time is selected for the majority of the class. Students may request alternate dates and times by contacting the MDL Office.

MDL personnel are available to assist you in the use of your equipment. Do not hesitate to ask for assistance. If your equipment is not functioning properly, it will be replaced or corrective action will be taken to ensure a successful laboratory experience.

CENTER FOR LABORATORY ANIMAL MEDICINE

USU uses animals in teaching and research programs. To support these efforts, there is a stringent animal care use program and an extensive modern animal housing facility. USU Instruction No. 3204 explains in detail the policies relative to the animal care program under Center For Laboratory Animal Medicine (LAM).

The animal facility is OFF LIMITS to all personnel unless they have specific business in the facility. "Drop In" tours of the animal facility for family and friends are specifically prohibited. Any tour of the facility requires prior approval by one of the following: the Dean, School of Medicine; the Vice-President for Teaching and Research Support; or the Director, LAM. In addition, LAM offers guided tours of the central animal facility. The tours are open to any interested University student, faculty, or staff member. Those desiring tours should contact the Director, LAM, or Program Analyst, LAM to schedule an appointment.

LAM does not support a private pet clinic. There is a military private pet clinic at the Forest Glen Annex of Walter Reed Army Medical Center, Veterinary Activities (telephone (301)295-7643), as well as at several other local bases. Questions relative to the animal care program should be referred to the Director, LAM or Program Analyst, LAM, (295-1909). Private pets are prohibited within the USU complex.

ENVIRONMENTAL HEALTH AND OCCUPATIONAL SAFETY

The mission of the Center for Environmental and Occupational Safety (EHS) is to provide the students and staff of USUHS with the optimal healthful work environment by controlling health hazards, promoting safety, providing occupational health support, and protecting the environment through compliance with military, federal, state and local regulations. To accomplish this mission EHS has three divisions including Radiation Safety (295-3390), Industrial Hygiene, and Environment (295-9442), and Occupational Medicine (295-9444). The University Safety Officer (295-9441) works for the Director of EHS (295-3305) who can address any general safety questions you may have. EHS performs regular Radiation Safety and Industrial Hygiene surveys throughout the University. Additionally, EHS performs annual health and safety inspections on University spaces to include research laboratories.

Each division is dedicated to optimizing safety and the prevention of occupational injury and illness. Additional EHS program elements include biological and chemical waste management, medical surveillance for various occupations and positions, laboratory safety and hazard communication to include several and varied training sessions offered by EHS. To learn more about EHS, please visit: <http://www.usus.mil/ehs>.

EHS's main office is located in Building "A", Room A-2020 (295-9443). We encourage you to review our web pages and to direct any questions you may have concerning Environmental Health and Occupational Safety to our main office. A representative from EHS will answer your query promptly. Urgent safety issues or questions regarding how to perform a task safely, especially involving work in laboratories, should be immediately brought to the attention of

your work center supervisor, instructor, Professor, and/or Principle Investigator. Should you wish to discuss any issue, urgent or not urgent with EHS directly, you may do so by contacting any of the people in the first paragraph up through and including the Director of EHS. You may request that your name be kept confidential.

Safety is everybody's business. In addition to EHS staff, responsibility safety falls with everyone working at the University to include all students, faculty and staff. There are no silly questions. Please ask your supervisor, instructor or a member of the EHS staff should you have any safety questions regarding your work at the University.

UNITED STATES MEDICAL LICENSING EXAMINATION

Physicians within the military health care system must be licensed to practice medicine as a prerequisite for obtaining full credentialing and hospital privileges. Therefore, as a service physician, you will be required to obtain a license to practice medicine in any one of the fifty states, the District of Columbia, Guam, the Virgin Islands, or Puerto Rico within one year of becoming eligible. To be licensed, physicians must (among other requirements) pass the United States Medical Licensing Examination (USMLE), a series of three standardized exams.

You will take Step 1 (which covers the material taught during the first two years) at the end of your second year; passing it is required for advancement into your third year. Students who fail Step 1 will have their entire academic record reviewed immediately by the Associate Dean for Student Affairs and the Assistant Dean for Clinical Sciences; the records will also be reviewed subsequently by the Student Promotions Committee. Several options exist for the student at this point.

For a small number of students, the Deans may recommend deceleration into a five-year program, to commence immediately if the student agrees. Remediation of the Step 1 for a decelerated student will occur the following year.

The majority of students who fail will retake Step 1 in the Fall of their third year. These students may be withdrawn from a clerkship to prepare for this re-examination. They will then complete their fourth rotation, continue with their third-year curriculum as previously scheduled, and re-schedule the missed clerkship at the beginning of their fourth year.

After receiving the results of the repeat examination, the Associate and Assistant Deans will again review the records of students who fail. Future plans for these students will be made on an individual basis following discussions between the students, the Associate and Assistant Deans, the Student Promotions Committee, and the Dean of the School of Medicine. Potential options for these students include deceleration into a five-year program or disenrollment.

You will take Step 2 (which covers material learned during the clinical clerkships) the fall of your fourth year. After receiving the M.D. degree and upon completion of at least six months of internship, you will take Step 3. Once you have passed all three parts of the exam you will receive certificates from the NBME.